

**Actions of the meeting held on
Wednesday 03 December 2008, 09:30**

Yorkshire Cancer Network

Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Present:

Dr G Haslam	Bradford and Airedale Teaching PCT
Dr C Bradley	Bradford Teaching Hospitals NHS Foundation Trust
Ms M Neary	
Mr P Holdsworth	Calderdale and Huddersfield NHS Foundation Trust
Mr R Webster (Chair)	Calderdale PCT
Dr B Jindal	Kirklees PCT
Ms L Turner	
Ms J Myers	Leeds Teaching Hospitals NHS Trust
Mr K Papagiannopoulos	
Dr P Plant	
Ms L McDonald	Macmillan Cancer Support
Mrs S Frier	NHS Leeds
Dr M Walsh	
Mr J Hancock	North Yorkshire and York PCT
Dr R Markham	
Mr H Butcher	User Partnership Group
Ms L Driver	Wakefield District PCT
Dr K Smith	Yorkshire and The Humber SCG & PCT Collaborative
Miss P Atha	Yorkshire Cancer Network
Mr S Duffy	
Mrs C Ferguson	
Mr G Hughes	
Mr B Tinkler	
Dr D Jackson	Yorkshire Cancer Research Network

Apologies

Ms M Allinson, Professor M Baker, Ms A Ballarini, Mrs J Cawtheray, Dr P Earnshaw, Ms J Feather, Ms A Hughes, Ms A Johnson, Mr M Neligan, Mrs J Toovey, Mr P Turner, Mrs A Watson

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
165	Agreed as a true record.	N/A	N/A
2.1 Bradford Head & Neck service update			
Log No	Action	Lead(s)	Deadline
166	<p>► Action 146:</p> <p>Bradford reported that a meeting is scheduled on Friday 5th December to agree a solution.</p> <p>To provide an update at the January Board.</p>	M Neary	07/01/2009
167	As compliance with the Head & Neck IOG has not been resolved and the new deadline appears in jeopardy, it was agreed to escalate to the Chief Executive at Bradford Teaching Hospitals NHS Foundation Trust.	R Webster	05/12/2008

2. Action Log from the last meeting			
2.2 Progress on developing Network patient pathways			
Log No	Action	Lead(s)	Deadline
168	<p>► Action 160/161:</p> <p>Progress has been made to firm up the governance arrangements for the sign-off of the pathways, as agreed at the November Board.</p> <p>The written proposal will be available for sign-off at the January Board.</p>	C Ferguson	07/01/2009
2.3 SHA's Cancer Programme Board			
Log No	Action	Lead(s)	Deadline
169	<p>► Action 123:</p> <p>SHA Cancer Programme Board have agreed to meet bi-monthly. The Terms of Reference have been agreed. Barry Tinkler and Carol Ferguson are representatives on the Board.</p> <p>The focus of their next meeting will be on information and metrics and how this can be improved across the patch.</p> <p>Jo Webster has been invited to the YCN Board to view the performance management and governance structure arrangements, however due to prior commitments she was unable to attend this meeting.</p> <p>To provide updates to the YCN Board as necessary</p>	B Tinkler/C Ferguson	On-going
2.4 YCN Board Time-Out and future meetings			
Log No	Action	Lead(s)	Deadline
170	<p>► Action 162/163</p> <p>It has been confirmed that the SCG(N) meeting will be going ahead on the 7th January, therefore the January Board will meet as normal on this date.</p> <p>Instead it was proposed that the YCN Board Time-Out takes place on Wednesday 4th February.</p> <p>Further details to follow shortly.</p>	P Atha	05/12/2008
2.5 Fertility services for cancer patients			
Log No	Action	Lead(s)	Deadline
171	<p>► Action 158:</p> <p>Kevin Smith reported that SCG will be working to initially funding one full cycle of treatment by April 2009 and follow up the remaining aspects of NICE guidance by producing a common fertility policy for discussion by the middle of the next financial year.</p> <p>LTHT will need to discuss interim funding solutions with Leeds PCT until the SCG policy is available.</p> <p>To update the Board in March 2009</p>	K Smith	04/03/2009

3. YCN Lung Cancer Group			
Log No	Action	Lead(s)	Deadline
172	<p>The Board recognised that lung cancer in the YCN is an immediate priority and welcomed the presentation from Mr Kostas Papagiannopoulos, Consultant Cardiothoracic Surgeon and former Chair of the YCN Thoracic Group and Dr Paul Plant, Consultant Chest Physician at LTHT and MDT Chair. The presentation identified the complexity of the lung pathway and the range of issues which contribute to the difficulty in achieving current and future access standards.</p> <p>The presentation gave some detailed information on service delivery constraints. The presentation was supplemented by a Board paper which facilitated a full discussion on the issues and solutions covering deliverability of the pathway across the Network; PPM priorities and data analysis reporting; HDU capacity and surgical access. It was reinforced that the clinical pathway may need to be redesigned and that auditing the compliance with the pathway is required as a significant first step.</p> <p>The Board agreed the 4 recommendations outlined in the paper:</p> <p>Recommendation 1: The Board encourages and supports LTHT to rapidly develop the ability to use SPC to measure all key steps of both the Respiratory and Thoracic Surgery pathways.</p>	LTHT	03/06/2009
173	<p>Recommendation 2: The Board supports an in-depth system-wide service improvement project currently underway at Leeds in regard to thoracic surgery and acknowledges the time required to undertake this in a meaningful sense.</p>	G Hughes/LTHT	03/06/2009
174	<p>Recommendation 3: The Board requests each Locality Group work collaboratively with their diagnostic units to jointly understand, identify and address reasons for non-compliance with the agreed YCN Thoracic Pathway.</p>	Locality Groups	03/06/2009
175	<p>Recommendation 4: The Board formally reviews the progress of all Locality Groups in achieving sustainable lung cancer pathways in June 2009.</p>	All	03/06/2009
176	<p>The Board agreed to buy in additional expertise, using existing funding within the Network, to programme manage and coordinate the project.</p> <p>To produce a project specification and have secured capacity for the January Board.</p>	C Ferguson	07/01/2009
177	<p>Members who know of anyone suitable for this project management work to contact Carol Ferguson.</p>	All	07/01/2009
178	<p>To produce and circulate a framework of questions for each locality group to scope what is happening in each Trust.</p>	C Ferguson/Locality Groups	31/12/2008
4. Board Performance Report			
Log No	Action	Lead(s)	Deadline
179	<p>The report was tabled. Success in Pennine Breast Cancer Screening was noted and the Board thanked those involved. The Board recognised the improvement in mortality rates.</p> <p>Further impacts will require a formal strategy on prevention and early diagnosis which will be taken forward by the Network team.</p>	YCN Lead Team	04/03/2009
180	<p>For the targets where the first data to be published is May 2009 (Page 11-12), locality groups were recommended to discuss current indications with providers in advance of the data being published.</p>	Locality Groups	June 2009

4. Board Performance Report			
Log No	Action	Lead(s)	Deadline
181	<p>The Board enquired about the latest published data available for End of Life Care, shown as 2002 in the report.</p> <p>Barry Tinkler to discuss with locality groups areas for assessment or monitoring where local data exists and provide a network-wide position.</p>	B Tinkler	04/03/2009
5. Co-payment - Consultation and interim Network approach			
Log No	Action	Lead(s)	Deadline
182	<p>A paper outlined the current position on the DoH Policy and consultation documents. Kevin Smith reported the SCG position in the following statement:</p> <p>"Patients who have private treatment and who have subsequent complications will not themselves be charged for treatment of the complication. We felt this was in line with other similar situations e.g.. complications following private surgery. The only exception to this would be inevitable, predicted complications not requiring emergency treatment".</p> <p>The SCG did consider whether to make a recommendation on common charging processes but was felt not to be something the NHS wanted to do in this region.</p> <p>In section 3.3, the paper offers some additional interpretation for the Board to agree. It was stated that SCG will not offer any interpretation over and above what is within the national guidance. The Board was asked to note that the legal liabilities of NHS Trust do not cover private care therefore it is beyond the remit of the Board to support the provision of private care in the NHS.</p> <p>The Board was asked to provide clarity and advice across the Network to clinicians who are currently being approached.</p> <p>Following discussion of the tabled paper, it was felt that a simpler and clearer statement of advice for providers and commissioners would be required from the Network. This updated advice statement will follow.</p>	S Duffy/K Smith/D Jackson/D Thomson	31/12/2008
183	<p>The Board was informed that the National Chemotherapy Advisory Group (NCAG) report has made a number of recommendations which will come to the January Board.</p>	YCN Lead Team	07/01/2008
6. NRAG Steering Group update			
Log No	Action	Lead(s)	Deadline
184	<p>Sean Duffy provided an overview of the NRAG Steering Group response to the NRAG report. A paper supported the item for discussion.</p> <p>The increase in capacity and population analysis was discussed, identifying the anticipated need for access to radiotherapy services to the east and west of the Network. Four options for the provision of these facilities were identified and discussed.</p> <p>Board members were asked to reflect on these and provide feedback (comments/questions) to the Network Lead Team in preparation of a fuller discussion at the January Board.</p>	All	07/01/2009

6. NRAG Steering Group update			
Log No	Action	Lead(s)	Deadline
185	<p>It was confirmed that the procurement of any new facilities and radiotherapy fractions would be undertaken through the SCG.</p> <p>Clarity on the whole procurement process (who is the lead; who is defining the clinical model, the role of the Network, funding streams and timescales) to be provided by SCG at the January Board.</p> <p>Barry Tinkler to invite the appropriate person to the next Board.</p>	B Tinkler	08/12/2008

Date of Next Meeting(s)

Wednesday 7th January 2009 9:30 am
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 4th February 2009 9:00 am
Cedar Court Hotel, Wakefield

Wednesday 4th February 2009 10:15 am
Cedar Court Hotel, Wakefield [Time Out]

Wednesday 4th March 2009 9:30 am
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 1st April 2009 9:30 am
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 6th May 2009 9:30 am
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 3rd June 2009 9:30 am
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 1st July 2009 9:30 am
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 5th August 2009 9:30 am
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 2nd September 2009 9:30 am
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 7th October 2009 9:30 am
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 4th November 2009 9:30 am
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 2nd December 2009 9:30 am
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY